

**DEPARTMENT OF INFORMATION TECHNOLOGY
JOB OPPORTUNITY
STAFF ATTORNEY 2 (86521)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Statewide
Location: 101 East River Drive, East Hartford
Hours: 40 hours
Starting Salary: \$77,057 - \$98,612 (AR28)
Closing Date: December 13, 2010

General Knowledge:

The Department of Information Technology (DOIT) is seeking a results-oriented team player with strong legal skills with an emphasis in information technology procurement, for a Staff Attorney position. This position will work closely with General Counsel and report to the Chief Administrative Officer. This is a full-time, first shift position.

Duties include, but are not limited to:

- Performs advanced and complex legal work of an agency
- Represents agency in formal administrative proceedings
- Negotiates and drafts legal documents
- Drafts advisory opinions
- Consults with the Office of the Attorney General on legal issues
- Researches complex legal issues
- Prepare and interpret case law and legal principles as it applies to the work of the Agency
- Act as Freedom of Information Officer for all non-press related FOI requests
- Prepares and negotiates IT contracts
- Interprets and applies complex or conflicting laws and regulations
- Provides legal guidance
- Provides input into policy formation
- Reviews legal and other related documents for legal sufficiency
- Performs related duties as required.

General Experience:

Two (2) years of experience in the practice of law.

Special Requirement:

1. Must be admitted to practice law in the State of Connecticut.
2. May be required to travel.

Career Progression:

After completion of three (3) years of successful and satisfactory performance as a Staff Attorney 2 in the same agency, an incumbent will be moved to the Staff Attorney 3 classification (on the first pay period following the completion of the three (3) year requirement).

Note:

1. Any incumbent having attained status in the class of Staff Attorney 3 who transfers to another state agency shall be reclassified back to and compensated at the level of Staff Attorney 2 (AR 28) until such time that the incumbent has been employed as a Staff Attorney 2 at the new agency for a period of two (2) years. (Reclassification to Staff Attorney 3 will be on the first pay period following the completion of the two (2) year requirement).
2. Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a copy of Law degree and an Application for Employment (HR12) to:

**DEPARTMENT OF INFORMATION TECHNOLOGY
ATTENTION: LORRAINE VITTNER
HUMAN RESOURCES UNIT
101 EAST RIVER DRIVE
EAST HARTFORD, CT 06108**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.